

ADVISORY BOARD ON AGING POLICIES AND PROCEDURES

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Advisory Board on Aging.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity to the Orange County Department on Aging concerning services and programs for older persons.

B. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Advisory Board Policy serves as the underlying policy document to which the Advisory Board on Aging, in addition to this policy and procedure document, is subject. The Orange County Advisory Board Policy is attached hereto as "Exhibit A".
3. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document this Policies and Procedures document shall control.

C. Charge

1. The charge of the Advisory Board on Aging is to advise the Orange County Board of Commissioners and Department on Aging on comprehensive and integrated approaches to the delivery of services to Orange County's seniors.

SECTION II: GOALS AND OBJECTIVES

A. Goals

1. To provide a comprehensive and integrated approach to the delivery of services to Orange County's seniors in the fields of health, mental health, social services, recreation, employment and other programs under federal, state and local authority.
2. The Advisory Board on Aging shall act as a liaison between older residents of Orange County and the County government.

B. Objectives

1. Suggest policy and make recommendations to the Department and the Board of County Commissioners on the special needs of the older persons.
2. Work to stimulate and promote needed services and programs for older persons
3. Assist public and voluntary agencies in providing services to older persons.
4. Review and make recommendations concerning service proposals and funding of services that have impact on older persons.
5. Consult with and assist the Department on Aging Director in the preparation of the Department's budget.
6. Assist the Director of the Department on Aging in planning and developing a unified and coordinated "County Aging Plan".
7. Perform other functions and duties as may from time to time be requested and prescribed by the Board of County commissioners.

SECTION III: MEMBERSHIP

## APPROVED 11/8/2012

### A. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.

### B. Composition

1. The Advisory Board on Aging is composed of twelve (12) voting members.
2. Members shall consist of seven members over the age of 60 years, one person who is a resident of the Town of Chapel Hill, one person who is a resident of the Town of Carrboro, one person who is a resident of the Town of Hillsborough, and two persons who are residents of unincorporated areas.

## SECTION IV. MEETINGS

### A. Staffing

1. Orange County staff may serve a support function to advisory boards upon the approval of the Orange County Manager.

### B. Committees

1. Each member shall participate in at least one committee assignment.

### C. Agendas

1. Items for agendas shall be approved by the Advisory Board on Aging Board Chair and staff.

### D. Meeting time and location

1. The second Tuesday of each month at 1:00 p.m. rotating between the Passmore Center and the Seymour Center.

## SECTION V. ORIENTATION

### A. Attendance

1. Each member shall attend an orientation presented by the Department on Aging Director to familiarize the advisory board members with the operation of County government, the Department on Aging rules, and the operating procedures of the advisory board.
2. Each voting member shall complete the orientation within 12 weeks of his or her appointment.

## SECTION VI. BY-LAWS

### A. By-Laws

1. Any Bylaws adopted by the Advisory Board on Aging are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the General Advisory Board Policy Document.
2. Should the Advisory Board on Aging determine modifications to policies and procedures are necessary the Advisory Board may petition the Board of County Commissioners for such modifications.